



City of Wenatchee Parks and Recreation

Wenatchee Community Center Reservation Application

CONTACT INFORMATION

Person Responsible: _____ Today's Date: _____
 Organization: _____
 Mailing Address: _____ City: _____ Zip: _____
 Day Phone: _____ Evening Phone: _____
 E-mail: _____

RESERVATION INFORMATION

Name of Use/Event: _____ Estimated attendance: _____
 Description: _____
 Date (s): _____ Time from: _____ Time to: _____
 Facility Requested: ☐ Social Hall ☐ Veteran's Hall ☐ Basement Meeting Room ☐ Kitchen ☐ Courtyard
 Will Amplified Music/Sound be used: ☐ DJ ☐ Stereo ☐ Live Band ☐ No Music
 Will Alcohol be served: ☐ Yes by caterer ☐ Yes by Self ☐ No alcohol

INDEMNIFICATION AGREEMENT

The sponsor/authorized representative agrees to defend, indemnify and hold harmless the City of Wenatchee, its appointed and elected officials, employees and agents from and against any and all liability, loss, costs, damage and expense, including costs and attorney fees in defense thereof because of actions, claims, or lawsuits for damages resulting from personal bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons on account of damage to property, arising or alleged to have arisen directly or indirectly out of or in consequence of the permitted use.

 Printed Name Signature Date

AFFIDAVIT OF APPLICANT

I, _____, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also certify that I understand the policies governing the proposed activity and that this application is made subject to the policies and rules established by the City of Wenatchee.

 Signed Date

OFFICE USE ONLY

Banquet Permit Required: ☐ No ☐ Yes
 Certificate of Insurance Required: ☐ No ☐ Yes
 Security Required: ☐ No ☐ Yes
 Number of Officers required _____
 Number of Security Guards required _____
 Security Company used: _____ Date Verified: _____
 Event: ☐ Approved ☐ Denied Approval Signature: _____ Date: _____

EVENT NUMBER: _____

Date Received: _____
 Date Received: _____
 Police Receipt Number: _____

FEES AND CHARGES

Rental Fee: \$ _____ 114.0000.362.40.00.00 (7000)
 Cleaning Deposit: \$ _____ 114.237.10 (7010)
 Security Fees: \$ _____ 001.0000.000.342.10.10.00 (7005)
 Total Due: \$ _____ Amount Paid: \$ _____ Date Paid: _____

Check Number: _____ Cash: _____ Purchase Order: _____ Receipt Number: _____

POST EVENT DEPOSIT REFUND

Amount of Deposit Released: \$ _____ Date to Finance: _____ Date Paid: _____
 If less than full amount, explain: _____

2009-10 Community Center Fee Schedule

Facility	Weekday Rate	Weekend Rate	Full Day Rate
Social Hall	\$43 per hour Minimum: 3 hours	\$79 per hour Minimum: 3 hours	\$578 weekends \$473 weekdays
Basement Meeting Room	\$26 per hour Minimum: 2 hours	\$26 per hour Minimum: 2 hours	\$183
Veteran's Hall	\$37 per hour Minimum: 3 hours	\$53 per hour Minimum: 3 hours	\$368
Outside courtyard	\$53 add if renting other spaces for all day \$37 per hour Minimum: 2 hours	\$53 add if renting other spaces for all day \$53 per hour Minimum: 2 hours	\$53 add if renting other spaces for all day \$429 for courtyard only
Kitchen facilities	No charge (except deposit) for events less than 30 people \$53 for events greater than 30 people plus deposit	No charge (except deposit) for events less than 30 people \$53 for events greater than 30 people plus deposit	No charge (except deposit) for events less than 30 people \$105 for events greater than 30 people plus deposit
After Hours Fee	\$20 per hour	\$20 per hour	

Damage and Cleaning Deposits:

For quinceneras, receptions, dances and similar events and all events serving alcohol:	\$500
For meetings, other hourly events and events with fewer than 30 people:	\$50
For Governmental agencies	\$0

Facility Use Policies and Procedures

Please observe the following Community Center Facility Use Policies during your use.

Initial

RESERVATIONS

- ____ 1. The reservation form must be filled out completely. Reservations must be received a minimum of seven (7) business days prior to the reservation date and no earlier than one (1) year in advance.
- ____ 2. Reservations are accepted on a first-come, first-served written application basis only.
- ____ 3. Rental of the facility includes only that area requested and includes set up and clean up times.
- ____ 4. Applicants shall be at least 21 years of age and shall be present during the event. The person signing the rental agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event and cleaning of the facility following the event.
- ____ 5. Payment of the deposit is required to hold a date. Payment of the fee balance is required within 72 hours of submitting the reservation application.
- ____ 6. Fees may be paid Monday through Friday between the hours of 8:00 am to 5:00 pm at the City of Wenatchee. City Hall is located at 129 South Chelan St or mailed to PO Box 519 Wenatchee, WA 98801.
- ____ 7. In the case of returned checks, a NSF check fee will be charged at the rate established in the current City Fee Ordinance. If NSF Check fees are not received, the check will be sent to collections and applicable fees will be charged.
- ____ 8. Government agencies may provide a purchase order in lieu of payment in advance, provided that all other requirements are met.
- ____ 9. Damage deposits are not required for government agencies. Cleaning/repair charges will be directly billed to the agency at the conclusion of the event as needed.
- ____ 10. The city reserves the right to deny use of facility to any person to avoid potential conflicts in other facility use, previous damages or conduct of applicant or members of applicants party, non-payment of fees or other incidents.
- ____ 11. For quinceneras, dances, events serving alcohol and similar rental functions, applicant must provide two (2) off duty police officers and two (2) city-approved security guards for groups of 100 guests or less, and two (2) off duty police officers and three (3) security guards for groups of 101 or more.

Security guards may be hired through Merchant Patrol Security or CWI Security. Off Duty officers must be scheduled a minimum of fourteen (14) days prior to the event with the Wenatchee Police Department in order to ensure officer availability. Your event will be cancelled if this is not completed.

All attendees of the event may be thoroughly searched by the security guards prior to entry into the event.
- ____ 12. For quinceneras, dances, events serving alcohol and similar rental functions, the applicant shall provide a certificate of insurance in the amount of \$1,000,000 naming the City of Wenatchee as additional insured for the date of the event.

FACILITY USE POLICIES AND PROCEDURES

PRE-RENTAL

- _____ 1. Parks and Recreation Department staff will schedule a walk-through of the Community Center with the rentals responsible person prior to the event to demonstrate the use of any equipment, answer questions regarding the use of equipment or facility and answer questions and evaluate the condition of the building.

DURING RENTAL

- _____ 1. Reservation times include set up.
- _____ 2. It is the responsibility of the applicant to set up and move furnishings including tables and chairs to meet the needs of their rental.
- _____ 3. The hours of operation of the Community Center and grounds are:

Inside the Facility	7:00 a.m. to 10:00 p.m.
Outside Facility	8:00 a.m. to 9:00 p.m.

The City may make exceptions for longer hours to accommodate an applicant's request, but at no time will an outside event or loud inside event be allowed to operate after 10:00 p.m. In any case, the Community Center will not be open past 12:00 a.m. (midnight).

- _____ 4. Smoking is prohibited.
- _____ 5. Throwing of rice, birdseed, glitter, or confetti inside or outside of the building is prohibited.
- _____ 6. Use of Candles, except as allowed under the International Fire Code is prohibited.
- _____ 7. Minors on the premises without adult supervision are prohibited.
- _____ 8. Decorations may not be attached to walls or windows, except with masking tape or similar non-marring material. Nothing may be attached to the ceiling or beams.
- _____ 9. Use of illegal drugs, and or non State permitted gambling is prohibited.
- _____ 10. The renter is responsible for compliance with facility policies and procedures, city codes and ordinance to include the City Noise Ordinance.
- _____ 11. The renter is responsible for the supervision and control of group or individuals to prevent injury and insure safety, before, during and after use of the facility.
- _____ 12. Alcohol outside buildings is prohibited and inside buildings is allowed only with approved permitting and in accordance with these policies

ALCOHOLIC BEVERAGES

Alcoholic beverages are only allowed inside the Wenatchee Community Center by choosing one of the following options:

Option 1 – Licensed Caterer

- a. Applicant has hired a licensed caterer to dispense alcohol.

- b. The caterer shall have a retail restaurant with a valid catering endorsement issued by the Washington State Liquor Control Board.
- c. A copy of the caterer's license shall accompany your rental application.
- d. The catering company shall provide a certificate of insurance in the amount of \$1,000,000 naming the City of Wenatchee as additional insured covering events at Wenatchee Community Center.
- e. The renter is responsible for the conduct and behavior of drinking guests.
- f. It is required that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- g. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.

Option 2 – Applicant Responsible

- a. The applicant shall provide a certificate of insurance in the amount of \$1,000,000 naming the City of Wenatchee as additional insured for the date of the event.
- b. It is illegal to serve liquor to anyone under the age of 21.
- d. The sale of alcohol is not permitted.
- e. Alcohol service is limited to beer and wine only. Beer kegs are only allowed when dispensed by a licensed caterer. Hard liquor is not allowed.
- f. Alcohol must be served in the area designated on your rental permit.
- g. A Washington State Liquor Control Board Banquet Permit is required for all events involving alcohol. The original copy of this permit must be posted in a conspicuous location near the serving area during the event. A copy of the permit must be submitted to the City of Wenatchee a minimum of five (5) business days prior to the rental. This permit can be obtained from a State of Washington liquor store. Submit a photocopy to be attached to your reservation application. You are responsible to keep the original and to post it at the facility during the event.
- h. The renter is responsible for the conduct and behavior of drinking guests.
- i. It is recommended that alcohol consumption stop a minimum of 1 hour prior to the designated end time of the event as specified on the rental permit.
- j. Serving alcohol without proper approval and permits, and/or in violation of any of the above policies and procedures may result in a Police citation, immediate shut down of the event, forfeiture of your deposit, and/or additional fees.

____ 13. The city is not responsible to store articles or supplies or for loss or theft of articles.

____ 14. The city is not responsible for accident, injury, or loss of property.

POST-RENTAL

- ___ 1. All reservation times include event clean up.
- ___ 2. The renter is responsible for the removal of decorations and miscellaneous materials at the conclusion of the event.
- ___ 3. The renter is required to provide cleaning supplies (dish towels, foil, dish soap, etc), decorations, and place settings to be used in conjunction with their use of the facility.
- ___ 4. The renter must remove all trash and place it in the trash receptacles.
- ___ 5. Recyclable materials must be separated and placed in designated containers by the renter.
- ___ 6. Any additional materials brought by the renter including food and beverages, must be removed.
- ___ 7. The renter is responsible for taking down folding tables, and for returning tables and chairs to their original location. Furniture is for indoor use only.
- ___ 8. A post-event checklist is provided, detailing the tasks required to ensure full refund of the damage/cleaning deposit. Applicant is responsible for the tasks on the post-event checklist after the event. Parks and Recreation Staff member will complete a facility walk through with the responsible party following the rental.
- ___ 9. The renter is responsible for the actual cost of repairs for any and all damages to facilities or grounds. Up to a 15% administrative charge may be assessed in addition to the cost of repairs.

REFUNDS/CANCELLATIONS AND RETURN OF DAMAGE DEPOSIT

- ___ 1. The City of Wenatchee reserves the right to cancel the permit for cause at any time.
- ___ 2. Cancellations by the City of Wenatchee due to misuse of the facility or failure to follow facility policies will result in forfeiture of all fees, expulsion from the facility and denial of future use requests.
- ___ 3. Applicants wishing to cancel the Community Center Use Permit and receive a refund must submit a written request as follows:
 - a. **FULL DAY RENTALS:**
 - a. 31 days or more prior to the reservation. A full refund will be provided.
 - b. 30 days or less prior to the reservation. Cancellations will result in a cancellation fee charge of fifty (50%) percent of the rental fee.
 - c. Deposits for cleaning and damage will be refunded in full.
 - b. **PARTIAL DAY RENTALS:**
 - a. 10 business days or more prior to the reservation. A full refund will be provided.
 - b. 10 business days or fewer prior to the reservation. A cancellation fee of fifty (50%) percent of the rental fee will be charged.
 - c. Deposits for cleaning and damage will be refunded in full.
- ___ 4. Damage deposits will be fully reimbursed if cleanup is acceptable, no damage is noted to the facility or equipment, and all policies have been followed. You must sign a rental checklist before you leave the facility in order to have the deposit returned. Allow 4 weeks for the deposit refund to be returned.

Wenatchee Community Center RENTAL CLEAN-UP CHECKLIST

It is the responsibility of the renter to see that the facility is left in the same condition as it was received prior to the event. The following items must be checked off upon completion of the event. The checklist shall be signed by the renter and the Facility Attendant on duty. Any failure to properly clean up the facility may result in forfeiture of all or part of the damage deposit.

RENTER RESPONSIBILITIES:

- ___ 1. Remove everything from the table tops and wipe the tables and chairs if needed.
- ___ 2. Chairs stacked and in original location.
- ___ 3. Tables folded and returned to original location.
- ___ 4. Remove all decorations and items brought into the building such as: balloons, table decorations, decorative lighting, flowers and ice sculptures.
- ___ 5. Sweep and mop hard surface floors.
- ___ 6. Vacuum carpeted areas.
- ___ 7. Remove garbage from waste receptacles, place in dumpsters and reline cans.
- ___ 8. Separate recyclables and place it in recycle containers.
- ___ 9. Pick up litter and trash from restrooms and mop floors.
- ___ 10. Pick up debris and paper generated by rental from the facility grounds and parking lot.
- ___ 11. If kitchen is used: Remove everything brought in for the event. Clean all counter tops, sinks, refrigerator, freezer, and stove top, as any other equipment used. Sweep and mop floor.
- ___ 12. Renters leave Community Center on time

Comments: _____

Signed: _____ Date: _____ Time: _____
(Renter)

Signed: _____ Date: _____ Time: _____
(Facility Attendant)

FOR YOU AND YOUR CATERER

The Wenatchee Community Center is pleased to offer you a do-it-yourself facility for your special event. Please note that custodial services are not provided in the rental contract. You are responsible for kitchen clean-up.

The renter and his/her caterer, if a caterer is used, must have a kitchen orientation at least one week prior to the scheduled event. To make an appointment for the orientation, please call the Community Center at 888-1561. Please allow time for scheduling of the appointment.

We ***do not*** provide pots, pans, dishes, silverware, utensils, paper products, cleaning supplies or condiments. The renter is responsible for providing these items.

We ***do*** provide the following equipment for your use. Directions for using the equipment will be provided at the kitchen orientation.

Refrigerator and Freezer

Standard Oven

Stove top

We are unable to receive or accept any items for storage prior to, or following, a rental period. Please arrange for all deliveries and pickups to be made during the rental period.